



## Department of Energy

Washington, DC 20585

November 9, 2001

### MEMORANDUM FOR DISTRIBUTION

FROM: STEVEN V. CARY, ACTING ASSISTANT SECRETARY  
OFFICE OF ENVIRONMENT, SAFETY AND HEALTH

*Steven Cary*

SUBJECT: Follow-up to General John Gordon and Robert Card's  
November 1, 2001, Memorandum on the Executive Safety  
Conference in Washington, D.C.

The Executive Safety Conference will take place December 11-12, 2001, at the Grand Hyatt Hotel in Washington, DC. The final agenda including speakers and breakout session subjects is attached as well as a list of panel members and hotel details.

On November 1, 2001, a memorandum from General John Gordon and Robert Card regarding the safety summit was sent to you. We wish to clarify the distribution list, which has been revised. The primary intended audience for this summit is the Department of Energy (DOE) program line management that reports through the Under Secretaries. That is, the program assistant secretaries, the DOE field office managers, national laboratory directors, and the chief executives of the large prime contracts (the contractor site managers). As an expected attendee, you may designate up to two additional attendees.

The central theme of this senior management conference is *Taking Integrated Safety Management (ISM) to the Next Level*. We are asking our senior DOE and contractor management team to undertake several initiatives that can assist in removing remaining barriers to the full implementation of ISM and achievement of excellence in safety management throughout the complex. An overview of each of these initiatives is provided in Attachment 1 to assist in preparation for the conference. The Office of Environment, Safety and Health will facilitate the conference and provide support to the breakout session chairs and panelists.

We want to utilize the collective experience and synergism of our senior management team to fully incorporate ISM into our up-front processes associated with procurement contracting, project management, and mission accomplishment. We also need to discuss opportunities and initiatives intended to better empower our contractors to effectively and fully employ their experience, expertise, and innovation in accomplishing our mission and objectives. As recently stated by The Secretary, this national security mission includes objectives such as ensuring the safety of our employees and the communities surrounding our facilities, achieving excellence by setting the highest standards of performance, attracting and retaining the highest caliber people, identifying and protecting our energy infrastructure, and accelerating the cleanup and closure of our excess sites and facilities.



As indicated earlier, you may submit up to two additional invitees when confirming your attendance. Only RSVPs on the distribution list will be accepted. Please RSVP for the "Executive Safety Conference" to Tracey Whipp, Office of Environment, Safety and Health, at (202) 586-7025 by November 26, 2001.

Hotel reservations may be made by contacting the Grand Hyatt Washington at (202) 637-4900 or 1-800-233-1234. A block of rooms is also reserved for the conference at the St. Regis Hotel, 923 16th & K Street, (202) 638-2626. Indicate you are attending DOE's "Executive Safety Conference." All rooms for the conference must be reserved by Friday, November 16, 2001.

Our advanced appreciation to all of our DOE and contractor senior managers who will participate in and contribute to this important conference. This conference and the work we accomplish here will also serve as a platform to support and on which to build upon at the annual ISM conference, which will be rescheduled early in 2002.

Any questions or requests related to conference content or logistics should be directed to David Stadler at (202) 586-0307 or Frank Russo at (301) 903-1114.

4 Attachments:

- 1) Final Agenda
- 2) Breakout Session Information
- 3) Hotel Information
- 4) DC Metro Map

cc:

J. Gordon, US

R. Card, US